

MEMORANDUM

April 19, 2012

TO: Government Operations and Fiscal Policy (GO) Committee

FROM: Marlene Michaelson, ^{MM} Senior Legislative Analyst

SUBJECT: FY13 Operating Budget for Community Engagement Cluster

Those expected for this worksession:

Fariba Kassiri – Assistant Chief Administrative Officer
Judith Vaughan-Prather – Director, Commission for Women
Bruce Adams – Director, Office of Community Partnerships
Catherine Matthews – Regional Director, Upcounty
Ken Hartman – Regional Director, Bethesda-Chevy Chase
Reemberto Rodriguez – Regional Director, Silver Spring
Ana Lopez van Balen – Regional Director, MidCounty
Miti Figueredo – Regional Director, East County
Brady Goldsmith, Office of Management and Budget

The Executive's recommendations for the Community Engagement Cluster (CEC) are attached at © 1 to 5. Responses to Council Staff questions are attached at © 6 to 13. The Community Engagement Cluster was created in FY12 to combine several departments and offices, both to improve service delivery and to reduce costs through shared administrative services. The Cluster includes the five Regional Centers¹ (RCs), the Commission for Women, and the Office of Community Partnerships (OCP), including the Gilchrist Center and the Volunteer Center.² The Cluster is responsible for "strengthening Montgomery County's commitment to civic engagement and community service by engaging residents, organizations, businesses and other interest groups in our communities."

¹ The title for the Regional Service Centers (RSCs) was changed to Regional Centers in the FY13 budget.

² The Executive originally proposed including the Office of Human Rights (OHR) in the Cluster, but this idea was not supported by the Council and OHR is still a separate office.

BUDGET OVERVIEW

For FY13, the Executive recommends total expenditures of \$3,326,492, an increase of \$492,972 or **17.9 percent** from the FY12 approved budget. Total full time equivalents (FTEs) are proposed to increase from 19.5 to 21.8 (primarily for the Gilchrist Center for Cultural Diversity). The Executive also recommends additional funding to support AmeriCorps participants, the Retired Senior Volunteer Program, Commission for Women counseling services, a liaison for African and Caribbean Communities, and compensation adjustments. A summary of recommended changes by program appears below:

Community Engagement Cluster Funding by Program				
Program	FY12 Approved Budget	FY13 Request	Change FY12 to FY13	Change FY12 to FY13
Community Partnerships	\$857,760	\$1,025,470	\$167,710	19.6%
FTEs	6	6.5	0.5	8.3%
Gilchrist Center for Cultural Diversity	\$181,380	\$277,000	\$95,620	52.7%
FTEs	3	5	2	66.7%
Commission for Women	\$300,290	\$406,845	\$106,555	35.5%
FTEs	2	2	0	0.0%
Regional Service Centers	\$1,414,090	\$1,537,177	\$123,087	8.7%
FTEs	8.5	8.3	-0.2	-2.4%
TOTAL	\$2,753,520	\$3,246,492	\$492,972	17.9%
FTEs	19.5	21.8	2.3	11.8%

While the FTEs in the CEC will not change significantly from FY12 to FY13, overall staffing is less than one-third of the total associated with these offices in FY10 (when there were approximately 65 positions). The CEC has been operational for less than one year and Staff believes it is too soon to judge the success of this new organizational structure. Nonetheless, Executive staff indicate that several benefits have been achieved in the first few months of operation, particularly related to consolidated and streamlined business operations (see © 6).

COMMUNICATION BETWEEN THE COUNCIL AND CEC

During its review of the FY12, several Councilmembers expressed concern regarding communication between Councilmembers and the Directors of the Office of Community Partnerships and the Regional Centers. There is a memorandum of understanding (MOU) between the Council and Executive, adopted in 2007 regarding the relationship between the Council and the Regional Service Centers and the Council discussed the potential to amend the MOU to help improve communication.³ Last year

³ In 2007, the Executive proposed making certain RSC directors non-merit to be appointed by the Executive. At that time, the Council was concerned that non-merit appointees would focus on serving the County Executive rather than representing and communicating with both the Executive and Legislative Branches. An MOU was created to ensure that the relationship between the Council and the RSCs did not change and to recognize that Citizen Advisory Boards are required to report to both the Council and the Executive, among other issues.

Council staff asked Executive staff what specific steps they would take to ensure the MOU is followed and to improve communication between OCE and Council offices, and the response they submitted at that time follows:

- a) Add a Council specific "performance exception" goal to FY12 Performance Plan of the following directors: Ken Hartman, Joy Nurmi, Natalie Cantor, Reemberto Rodriguez, Cathy Matthews, and Bruce Adams.
- b) By June 30th of each year, prior to finalizing the past performance reviews and the next year's - performance expectations, seek Council members' input/comments for inclusion in final ratings and next year's performance expectations.
- c) Offer a quarterly update meeting of all RSC directors and Bruce Adams with the Council designees and/or with Council members.
- d) On a yearly basis, the CAO, or on his behalf, a designated ACAO, will meet one-on-one with Council Members and/or their designee to discuss issues and, if needed, amend/modify the MOU.

Although the MOU has not yet been amended, Executive Staff indicate that they modified the performance plans of the directors and plan to seek Council input, as indicated last year, before June 30 on the performance of the directors and any other issue Councilmembers would like to discuss. They further noted that Councilmembers indicated that they would prefer a monthly written report to quarterly update meetings, with the option of setting meetings when necessary.

Staff recommends that the Committee plan to review the MOU and consider potential changes after budget.

CEC PROGRAMS AND EXPENDITURE ISSUES

The CEC implements four programs, which are described below.

Community Partnerships

The Office of Community Partnerships (OCP) is described in the FY13 budget as a bridge between community residents and organizations and the County Government. The OCP staff provides outreach and liaison services to ethnic, multilingual, and multicultural communities; works closely with the County's non-profit and faith community organizations; and partners with County departments to ensure that efficient, effective, and high quality services are provided to all Montgomery County residents. The Volunteer Center within the Office of Community Partnerships connects residents and businesses to volunteer assignments.

The staffing in the Office of Community Partnerships decreased from 14 positions in FY10 to 6 positions in FY12. The FY13 budget proposes 6.5 FTEs, with an increase of 0.5 FTEs for a Community Liaison for African and Caribbean Communities. This function had previously been filled with a part-time Senior Fellow funded by the OHR budget, but the growth in demand for services for these communities led the Executive to create a 0.5 WY merit term position in FY12 (ending with the term of the County Executive). Staff supports the additional 0.5 workyears to serve as a Community Liaison for African and Caribbean Communities.

The Executive also recommends adding \$23,550 to the budget to replace a decrease in federal funding for the Retired Senior Volunteer Program. The County match for the grant is 30% of the federal grant amount. The funds pay for a full-time program manager position and \$5,380 in operating costs. The County placed 600 volunteers at 40 different participating Montgomery County non-profits. In FY11, they served 89,547 hours valued at \$1,998,689. **Staff supports the requested County match for this program.**

The Gilchrist Center for Cultural Diversity

The Gilchrist Center for Cultural Diversity is the County's Welcome Center for newcomers and helps to build the network of immigrant service providers in the County. The Center offers various immigrant integration services at various locations throughout the County that prepare residents to contribute to the economy and community. The Center is currently operated out of the Regional Centers in Wheaton and Germantown. The major goals of the Center for FY13 are described on © 3 to 4 and include the following:

- Continue to be the County's Immigrant Welcome Center
- Civic Engagement and New Resident Orientation
- Continue to Build and Maintain the Immigrant Integration Network of Providers
- Valuing Diversity through Welcoming Neighborhoods

In FY13, the Executive proposes to increase staffing from 3 to 5 FTEs due to the significant demand for services. As noted on © 8, in FY12 they served more residents than in each of the last three years. **The additional FTEs would allow the Gilchrist Center to reorganize its volunteer-run English as a Second Language (ESOL) classes to include orientation to life in Montgomery County and civic engagement academies for immigrants and to enable the Center to conduct more outreach and network-building activities for the immigrant-serving organizations.** The additional staffing would also allow them to strengthen the "Language Bank", the County's volunteer database and network of volunteer interpreters and translators.

While Staff understands the need for the additional services recommended for the Gilchrist Center, **Staff believes the Council must be very cautious about adding new programs and/or new staff** to the operating budget due to fiscal constraints, and should only do so for the most critical needs. It is unclear whether the additional services to be provided by the Gilchrist Center fall into this category. If the Committee has any doubts regarding the need for the additional staffing, Staff recommends they be taken out of the budget but added to the reconciliation list. This would give the Council the opportunity to weigh the merits of these new staff positions as compared to other funding needs.

Commission for Women

The Commission for Women's (CFW) mission is to identify gender-based inequities in laws, policies, practices and procedures, and to advocate remedies by advising the public and the local, state, and federal agencies on issues of concern to women, including organizing events relating to these issues. Commission staff decreased from twelve positions in FY10 to two in FY12. Last year, the Executive indicated that, over the years, some of these services offered by the Commission for Women had been

duplicated by other public and private entities and he therefore recommended a significant decrease in funding and staffing for the Commission.

For FY13, the Executive recommends adding \$70,000 in contractual consulting services through the Commission for Women. Of this amount, \$21,000 would be targeted for counseling to seniors. Funding for counseling was eliminated in FY12, although it was on the Council's reconciliation list. (At the time, Commission staff indicated that a limited amount of funding for counseling could leverage a significant amount of counseling time due to the use of graduate students.) In the answers to Staff questions, Executive staff indicate that individuals and therapists continue to request counseling services similar to those offered in prior years (200 requests thus far this year – see © 9). They estimate that they would be able to provide 1000 counseling sessions in FY13. Eligibility would be based on income and the nature of the issue for which counseling is requested, "most likely limited to women's and family issues such as separation and divorce, couples counseling, balancing work and family, etc.

Staff supports this request, provided that Executive staff can assure the Council both that there will be no duplication of counseling services offered by other County departments or non-profit providers and that the Commission will determine how to allocate the limited amount of counseling sessions to individuals with the most critical needs.

Regional Centers

The County has five Regional Centers: Bethesda-Chevy Chase, Eastern County, Mid-County, Silver Spring, and Upcounty. The Regional Directors in each center are charged with working with their respective citizens' advisory boards, residents, community groups, businesses, and other public agencies. They proactively seek and gather information and assess community needs, problems and issues in order to provide effective and timely input representing their regions as liaisons between the County and its residents.

Staffing in the 5 Regional Centers was reduced from **33 positions in FY10 to 8.5 FTEs in FY12**. For FY13, the Executive proposes 8.3 FTEs due to the elimination of the "Weed and Seed" Grant. Staff asked what services have changed at the Regional Centers due to the decrease in staff, and their response is attached at © 12-13. In summary, some functions of the RCs have been taken over by the CEC central administrative unit or transferred to other departments, such as the Community Use of Public Facilities, Recreation, or Health and Human Services; the use of 311 has reduced the number of service contacts better handled by the departments; and the Directors are turning to the Citizens Advisory Board members, as well as AmeriCorps participants, Senior Fellows, and volunteers for additional assistance.

AmeriCorps Funding Request

The FY13 CEC budget includes \$75,000 for 7 AmeriCorps members. In FY12, funding for five AmeriCorps volunteers had been included in the Health and Human Services (HHS) appropriation, but funding has been moved to the CEC budget for FY13. Since AmeriCorps staff serve all programs, they are not assigned to a particular CEC program.

More information about how the County plans to use AmeriCorps participants appears on © 10 to 11. They would help compensate for the decrease in staffing in the Regional Centers and assist with various community service and community building activities and efforts to create and manage volunteer programs.

Staff believes the minimal County contribution required for AmeriCorps participants is worth the services and benefits they provide, in terms of additional labor and enthusiasm, and even as a way to identify a pool of future County employees. **Staff supports the funding requested for AmeriCorps.**

REVENUE ISSUES

The only revenues proposed for the CEC are \$10,500 in facility rentals. This is a significant decrease from the \$115,030 in the FY12 budget, but the FY12 budget inadvertently retained fees associated with their counseling program for the Commission for Women, even though counseling was eliminated. Although they are requesting funds for counseling this year, since they will only have a limited (\$70,000) contract, they have not assumed any revenues. The Committee may want to discuss whether some assumption of limited fees for this service would be appropriate. For example, assuming there is a \$10 fee for each of the estimated 1000 counseling sessions they will provide, this could yield \$10,000 in revenue. Alternatively, if the Commission only plans to offer this service to low income individuals, it may be appropriate to not charge any fee.

Community Engagement Cluster

MISSION STATEMENT

The Community Engagement Cluster (CEC) works to build stronger, more informed and inclusive communities. The Cluster is responsible for strengthening Montgomery County's commitment to civic engagement and community service by engaging residents, organizations, businesses and other interest groups in our communities. The Cluster maximizes our communities' assets - time, talents, and other resources - working collaboratively to address and resolve community issues.

The new cluster is a combination of the five Regional Services Centers, the Commission for Women, and the Office of Community Partnerships, including the Gilchrist Center and the Volunteer Center, that has been operating as one unit since July 1, 2011. As a cluster, these offices/functions have combined facilities, resources, and support staff while retaining staff expertise and experience, as well as most of the objectives of the separate entities involved.

BUDGET OVERVIEW

The total recommended FY13 Operating Budget for the Community Engagement Cluster is \$3,246,492, an increase of \$492,972 or 17.9 percent from the FY12 Approved Budget of \$2,753,520. Personnel Costs comprise 86.2 percent of the budget for 18 full-time positions and one part-time position for 21.80 FTEs. Operating Expenses account for the remaining 13.8 percent of the FY13 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Healthy and Sustainable Neighborhoods**
- ❖ **Vital Living for All of Our Residents**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY12 estimates reflect funding based on the FY12 approved budget. The FY13 and FY14 figures are performance targets based on the FY13 recommended budget and funding for comparable service levels in FY14.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***The consolidation of the five Regional Services Centers, the Commission for Women, the Gilchrist Center and the Office of Community Partnerships into the Community Engagement Cluster has produced a streamlined organization with centralized support functions resulting in savings while retaining staff expertise and experience.***
- ❖ ***While reducing its personnel complement by ten workyears, the CEC will sponsor or play a major role in planning 24 events in FY12 with a combined participation of over 200,000 residents of Montgomery County.***
- ❖ ***Productivity Improvements***
 - ***Consolidation of multiple wireless device accounts and reduction of telephone land lines by more than 50 percent.***

PROGRAM CONTACTS

Contact Fariba Kassiri of the Offices of the County Executive at 240.777.2512 or Brady Goldsmith of the Office of Management and Budget at 240.777.2793 for more information regarding this department's operating budget.

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PROGRAM DESCRIPTIONS

Community Partnerships

The Office of Community Partnerships (OCP) is a bridge between our diverse community residents and organizations and the County government. The staff provides outreach and liaison services to ethnic, multilingual, and multicultural communities; works closely with the County's nonprofit and faith community organizations; and coordinates a number of community-building events throughout the year. The Volunteer Center connects residents and businesses to volunteer assignments in hundreds of nonprofits across Montgomery County.

Program Performance Measures	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
Overall satisfaction with The Office of Community Partnerships' provision of information, access and support to ethnic, multilingual and multicultural communities (scale 1-5)	NA	NA	NA	4	4

FY13 Recommended Changes	Expenditures	FTEs
FY12 Approved	857,760	6.00
Enhance: Community Liaison for African and Caribbean Communities	60,330	0.50
Increase Cost: Funds to Maintain Retired Senior Volunteer Program	23,550	0.23
Decrease Cost: Loss of Federal Aid for Retired Senior Volunteer Program Grant	-18,170	-0.23
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	102,000	0.00
FY13 CE Recommended	1,025,470	6.50

The Gilchrist Center for Cultural Diversity

The Charles W. Gilchrist Center for Cultural Diversity is the County's Welcome Center for newcomers and helps to build the network of immigrant service providers in the County. The Center offers various immigrant integration services at various locations throughout the County that prepare residents to contribute to our economy and our community.

Program Performance Measures	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
Gilchrist Center: Overall participant satisfaction with their experience at the Gilchrist Center (scale 1-5)	NA	NA	NA	4	4
Gilchrist Center: Overall satisfaction of participants in Gilchrist classes (scale 1-5)	NA	NA	NA	4	4

FY13 Recommended Changes	Expenditures	FTEs
FY12 Approved	181,380	3.00
Enhance: Additional staff for Gilchrist Center	70,080	2.00
Increase Cost: Gilchrist Center Program Fees	5,500	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	20,040	0.00
FY13 CE Recommended	277,000	5.00

Commission for Women

The Commission for Women's mission is to identify gender-based inequities in laws, policies, practices and procedures, and to advocate remedies by advising the public and the local, state, and federal agencies on issues of concern to women, including organizing events relating to these issues.

Program Performance Measures	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
Overall satisfaction of the Commissioners with the effectiveness of the CPW's identification of needs, problems and issues for the women of Montgomery County and the advocacy of resolution of these issues (scale 1-5)	NA	NA	NA	4	4

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FY13 Recommended Changes	Expenditures	FTEs
FY12 Approved	300,290	2.00
Add: Contractual counseling services	70,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	36,555	0.00
FY13 CE Recommended	406,845	2.00

Regional Centers

The County has five Regional Centers: Bethesda-Chevy Chase, Eastern Montgomery, Mid-County, Silver Spring, and Upcounty. The Regional Directors in each of the County's five regions work with their respective regional citizens advisory boards, residents, community groups, businesses, and other public agencies to proactively seek and gather information and assess community needs, problems and issues in order to provide effective and timely input representing their regions in policy discussions and in liaison between Montgomery County and its residents. The Regional Directors of the Silver Spring, Wheaton and Bethesda/Chevy Chase regions provide oversight of the operations of their respective Urban Districts.

Program Performance Measures	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
Overall satisfaction of Regional Citizen Advisory Boards with the effectiveness of the Centers' assessment of community needs, problems and issues and the effectiveness and timeliness of the Centers' service as liaisons between County residents and the government (scale 1-5)	NA	NA	NA	4	4
Overall satisfaction of the Urban Districts Advisory boards with a) the effectiveness of the Urban Districts' promotion of their jurisdiction and b) Satisfaction with Urban Districts' provision of maintenance of streetscape amenities (scale 1-5)	NA	NA	NA	4	4

FY13 Recommended Changes	Expenditures	FTEs
FY12 Approved	1,414,090	8.50
Decrease Cost: Elimination of One-Time Items Approved in FY12	-10,000	0.00
Add: Eliminate Weed and Seed Grant	-48,200	-0.20
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	181,287	0.00
FY13 CE Recommended	1,537,177	8.30

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BUDGET SUMMARY

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	0	1,867,610	1,961,465	2,080,121	11.4%
Employee Benefits	0	473,720	467,096	659,670	39.3%
County General Fund Personnel Costs	0	2,341,330	2,428,561	2,739,791	17.0%
Operating Expenses	0	285,630	274,879	446,511	56.3%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	0	2,626,960	2,703,440	3,186,302	21.3%
PERSONNEL					
Full-Time	0	16	16	17	6.3%
Part-Time	0	1	1	1	—
FTEs	0.00	18.30	18.30	21.03	14.9%
REVENUES					
Commission for Women Fees	0	104,530	0	0	—
Facility Rental Fees	0	10,500	10,500	10,500	—
County General Fund Revenues	0	115,030	10,500	10,500	-90.9%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	0	75,630	75,630	48,139	-36.3%
Employee Benefits	0	24,480	24,480	12,051	-50.8%
Grant Fund MCG Personnel Costs	0	100,110	100,110	60,190	-39.9%
Operating Expenses	0	26,450	26,450	0	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	0	126,560	126,560	60,190	-52.4%
PERSONNEL					
Full-Time	0	2	2	1	-50.0%
Part-Time	0	0	0	0	—
FTEs	0.00	1.20	1.20	0.77	-35.8%
REVENUES					
Federal Grants	0	126,560	126,560	60,190	-52.4%
Grant Fund MCG Revenues	0	126,560	126,560	60,190	-52.4%
DEPARTMENT TOTALS					
Total Expenditures	0	2,753,520	2,830,000	3,246,492	17.9%
Total Full-Time Positions	0	18	18	18	—
Total Part-Time Positions	0	1	1	1	—
Total FTEs	0.00	19.50	19.50	21.80	11.8%
Total Revenues	0	241,590	137,060	70,690	-70.7%

FY13 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY12 ORIGINAL APPROPRIATION	2,626,960	18.30
Changes (with service impacts)		
Enhance: Americorps grant match and operating expenses	75,000	0.00
Enhance: Additional staff for Gilchrist Center [The Gilchrist Center for Cultural Diversity]	70,080	2.00
Add: Contractual counseling services [Commission for Women]	70,000	0.00
Enhance: Community Liaison for African and Caribbean Communities [Community Partnerships]	60,330	0.50
Add: Event Funding	50,000	0.00
Other Adjustments (with no service impacts)		
Increase Cost: Annualization of FY12 Personnel Costs	116,510	0.00
Increase Cost: Retirement Adjustment	80,908	0.00
Increase Cost: Lump Sum Wage Adjustment	42,515	0.00
Increase Cost: Group Insurance Adjustment	30,155	0.00
Increase Cost: Funds to Maintain Retired Senior Volunteer Program [Community Partnerships]	23,550	0.23
Increase Cost: Gilchrist Center Program Fees [The Gilchrist Center for Cultural Diversity]	5,500	0.00
Increase Cost: Longevity Adjustment	3,133	0.00
Shift: Help Desk - Desk Side Support to the Desktop Computer Modernization NDA	-1,990	0.00

	Expenditures	FTEs
Decrease Cost: Printing and Mail Adjustment	-3,810	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY12 [Regional Centers]	-10,000	0.00
Decrease Cost: Contract expenses	-12,769	0.00
Decrease Cost: Turnover savings	-19,340	0.00
Decrease Cost: Telephone expenses	-20,430	0.00
FY13 RECOMMENDED:	3,186,302	21.03
GRANT FUND MCG		
FY12 ORIGINAL APPROPRIATION	126,560	1.20
<u>Changes (with service impacts)</u>		
Add: Eliminate Weed and Seed Grant [Regional Centers]	-48,200	-0.20
<u>Other Adjustments (with no service impacts)</u>		
Decrease Cost: Loss of Federal Aid for Retired Senior Volunteer Program Grant [Community Partnerships]	-18,170	-0.23
FY13 RECOMMENDED:	60,190	0.77

PROGRAM SUMMARY

Program Name	FY12 Approved		FY13 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Community Partnerships	857,760	6.00	1,025,470	6.50
The Gilchrist Center for Cultural Diversity	181,380	3.00	277,000	5.00
Commission for Women	300,290	2.00	406,845	2.00
Regional Centers	1,414,090	8.50	1,537,177	8.30
Total	2,753,520	19.50	3,246,492	21.80

FUTURE FISCAL IMPACTS

Title	CE REC.	(\$000's)				
	FY13	FY14	FY15	FY16	FY17	FY18
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY13 Recommended	3,186	3,186	3,186	3,186	3,186	3,186
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Lump Sum Wage Adjustment	0	-43	-43	-43	-43	-43
This represents the elimination of the one-time lump sum wage increases paid in FY13.						
Subtotal Expenditures	3,186	3,144	3,144	3,144	3,144	3,144

(5)

Questions from the County Council Regarding the Community Engagement Cluster FY13 Operation Budget

1. Community Engagement Cluster

- **Has the new Community Engagement Cluster (CEC) functioned as expected?**

- Yes. Although the transition to the CEC has been somewhat challenging, unifying business operations has resulted in a more streamlined, cohesive, more efficient and effective organization.

Please refer to the following link:

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/cec/index.asp>

- **What benefits have been experienced in this first year of operation?**

- Greater communication and routine coordination among the CEC's different units on all community related issues/events/projects/challenges. (*see attachment A*)
- The CEC units are working more collaboratively together to address and resolve community issues.
- On a routine basis, the CEC units are now sharing information on strategies for engaging residents, organizations, businesses and interest groups in our communities.
- Greater accountability for CEC units that are now able to spend more time on community issues/matters rather than offices operations.
- As a cluster, these units have combined facilities, resources, and support staff while retaining staff expertise and experience. The consolidated and streamlined business operations of the cluster have resulted in the following in FY12:
 - The 4-person support staff has been organized into a Business Management Team that provides "back-office" support including budget, personnel, payroll, procurement, administrative support and back-up to the seven directors. Events, activities and BCC related matters of the seven offices are much more coordinated with each other than in the past.
 - Centralizing the back-office functions of the BCCs (*see attachment B*).
 - Greater than 50% reduction in the number of telephone land lines with a significant monthly savings.
 - More efficient centralization of financial processing, budget management, facility management, contract monitoring, and more effective and efficient oversight of other personnel back-office related matters such as trainings, disciplinary actions, and performance evaluations.
 - Reduction in number of P-card holders and centralized oversight of expenses.
 - Consolidation and coordination of the CEC's different websites.

- More effective and better organized use of volunteers, Americorps, senior fellows.
- Development and tracking of CEC events, issues, and projects to better allocate staff time, needs, and resources.
- Inventory of all computers, copiers, projectors, faxes, and other equipment for better tracking and sharing.

● **What benefits are expected to be achieved in subsequent years of operation?**

- As the Cluster continues to operate as one unit and fine tunes its consolidation, we expect to see a continuing increase in efficiency in both community engagement/outreach and internal administrative functions to improve services and maximize our communities' assets.

● **What problems/disappointments have you encountered?**

- The initial transition was made a bit more challenging by the simultaneous implementation of new business systems including Oracle and ERP.

● **Has the relocation of staff and new office locations worked as expected?**

- Yes. Relocation of staff and new office locations has worked out satisfactorily.

2. Proposed African/Caribbean Community Liaison

● **What is the rationale for increasing staffing associated with the Community Liaison for African and Caribbean Communities by 0.5 workyears?**

- The three full time liaisons in the Office of Community Partnerships all have multiple assignments already.
Six years ago, in response to our community needs and based on census data, advisory groups were established for the African, Caribbean, and Middle Eastern communities, led by a part time (15 hours/week) Senior Fellow, funded by the OHR budget. Staffing these dynamic communities would best be done by a full time staff person, but the effects of the economy on our County budget did not allow for the creation of a new position. Continued budget constraints required us to maintain staffing of these communities through the Senior Fellow position. In early 2012, with the demands of serving these communities growing, a 0.5 WY merit term position was established (ending with the term of the County Executive), to take responsibility for supporting and engaging the African and Caribbean communities. That position will be filled by the end of April

● **How many work years were devoted to these communities in FY12?**

- One Senior Fellow has been employed by OHR for 15 hours per week, not to exceed \$15,000, since the beginning of FY12. Because of continuing budget uncertainty, we decided to create a 0.5 WY position (rather than the full time position advocated by the African and Caribbean advisory groups).

3. RSVP Program

● **You have proposed that county funding replace federal funding for Retired Senior Volunteer Program.**

- Support for this program at its current level is part of the County Executive's Senior Initiative. Federal funding was reduced by 20% making it necessary to add \$18,170 to cover the remainder of the salary

and benefits for the fulltime program manager position as well as \$5,380 for operating expenses not included in the FY12 budget. The County match for this grant is 30% of the federal grant amount.

● **How many seniors participate in the program?**

- There are 600 senior volunteers at 40 different participating Montgomery County non- profits.

● **What is the basis for their compensation (by project, by the hour, annual, etc.)?**

➤ They are non-stipend volunteers; however, RSVP does pay for volunteer supplemental liability insurance to cover their work-related travel to and from their volunteer sites. Ride-On tokens are also provided for those seniors who have not yet reached the age of sixty and use public transportation. (For county residents 60 and older, Ride On is free between the hours of 9:30 a.m. and 3 p.m.)

● **What are the benefits to the County?**

➤ RSVP volunteers served 89,547 hours in FY11 which is valued at \$1,998,689 based on the Independent Sector's value of a volunteer hour in Maryland at \$22.32. Signature programs include: Bone Builders, RSVP/AARP Tax Aid Program, and the Pro Bono Consultant Program. Senior volunteers are a valuable asset to the community. The RSVP allows the County to leverage this asset.

● **Do you know why federal funding for this program was discontinued?**

- Federal funds were not discontinued; rather they were reduced by 20%.

4. What is the rationale for increasing the staff associated with the Gilchrist Center from 3.0 to 5.0 FTEs?

➤ The Gilchrist Center, currently operating out of the Regional Centers in Wheaton and Germantown, continues to be Montgomery County Government's immigrant center currently operating out of the Regional Centers in Wheaton and Germantown. Due to shifting demographics, and despite significant budget cuts in recent years, the Gilchrist Center has served more residents in FY12 than in each of the last three years and more than any year before the relocation of the Center. The Gilchrist Center is reorganizing its volunteer-run English as Second Language (ESOL) classes to include orientation to life in Montgomery County and civic engagement academies for immigrants. The goal is to enable more immigrant residents to navigate community resources and understand their responsibilities and opportunities for involvement in their neighborhoods. The Center also convenes the Upcounty and Down County Network of immigrant-focused service providers and participates in intercultural and community-building activities.

New Americans constitute one of the fastest-growing segments of the county population. This modest increase of 2 FTEs will help the Center implement the Montgomery County orientation seminars and civic engagement academies throughout the County and conduct more outreach and network-building activities for the immigrant-serving organizations. The Center will have more capacity to organize intercultural community-building activities throughout the County in partnership with community based organizations and to re-energize the Language Bank, the county's volunteer database and network of volunteer interpreters and translators.

The major goals of the Gilchrist Center for FY13 are:

▪ Continue to be the County's Immigrant Welcome Center

Provide the most needed information and services to immigrants in Wheaton and Germantown through partnerships with other organizations or by utilizing skilled volunteers. Services include

information and referrals to public/private services, English as a second language, workforce development, civic engagement, computer literacy, citizenship, and pro-bono legal assistance.

▪ Civic Engagement and New Resident Orientation

Provide civic engagement academies to help LEP residents get oriented to life in the County, understand their rights and responsibilities, and engage their leadership in various regions of the County. Regularly conduct academies in Germantown, Wheaton, Silver Spring, and East County through the Americorps members. Finalize curriculum for easy replication with other organizations. Develop beginner and intermediate Montgomery County orientation curriculum for all Gilchrist Center registration-based and on-going classes.

▪ Continue to Build and Maintain the Immigrant Integration Network of Providers

Increase coordination and build the network of immigrant service providers. Conduct quarterly networking meetings in Germantown and Wheaton. Promote the use of the network through Google groups for information sharing. Market the network and the Center through more community events and immigrant media outlets.

▪ Valuing Diversity through Welcoming Neighborhoods

Promote cross cultural understanding and awareness via activities where people see each other as individuals and not as members of broad social categories. These activities include working together on community issues/problems, language classes, volunteering, and multicultural events. This also includes managing the Language Bank so that more groups can have access to interpretation to reach out to their Limited English Proficient neighbors.

5. What contractual counseling services would be provided in FY13 for the Commission for Women (function, by whom, how many hours/clients would be served)? Was any Counseling provided in FY12?

- The County Executive has proposed \$70,000 for contractual counseling services through the Commission for Women for FY13. Of this amount, \$21,000 will be targeted for counseling to seniors. The CFW has no staff or funding for counseling services in FY12, however, it continues to receive requests for counseling. Despite the announcement on the website of the closure of the counseling center, individuals and therapists request services similar to those formerly offered and at a comparable price. So far this year, despite the prominently placed announcement of the counseling center closing, the office has received over 200 requests for counseling, most related to serious family problems. The only thing the staff can do is to refer the callers to other agencies, but in many if not most cases, it is clear that the caller is not only disappointed, but not hopeful that the needed service is accessible for them.
- It is estimated that the CFW will be able to provide approximately 1000 counseling sessions in FY13. Eligibility would be based on income and the nature of the issue for which counseling is requested, most likely limited to women's and family issues such as separation and divorce, couples counseling, balancing work and family, etc.

6. Who funded the Weed and Seed Grant program and what benefits will be lost as a result of discontinuing this program?

- The program was funded by Department of Justice's Office of Justice Program Community Capacity Development (DOJ/OJP/CCDO). As of June 2011 the CCDO ceased operations and federal funding streams associated with it were not renewed under other initiatives. The Weed and Seed Program served Silver Spring residents for ten years. Its mission was to "weed out" crime and "seed in" social services in designated

high crime communities in Silver Spring which straddled both sides of New Hampshire Avenue south of Interstate 495.

7. Page 26-4 indicates an enhanced FY13 cost of \$75,000 for Americorp grant match and operating expenses.

• What was the FY12 funding, if any, for Americorps?

- In FY12, funding for five almost full-time, year-round Americorps members, at \$9000 each, has been provided through the HHS appropriation. For FY13, those funds are included in the CE's proposed budget for the CEC. The FY12 CEC budget has no appropriation for Americorps stipends because it was not known at the time the budget was developed that Americorps would assign members to the CEC. The per-member stipend from the County will be \$10,000 in FY13. An estimated additional \$3000 per Americorps member is proposed to cover parking, local travel, phones, computers, etc. In FY12, those costs have been absorbed in the CEC budget resulting in overspending since it was not known at the time of budget development that Americorps staff would be assigned to the cluster. There are also two Americorps staff provided by CASA de Maryland with a County match of \$3,000 for each and \$2,000 each for other administrative expenses. The total amount proposed for the seven Americorps staff in the FY13 budget is \$75,000.

• Why doesn't this increase show up in the program descriptions on pages 26-2 to 26-3

- Americorps staff serve all programs, so their cost is included in each program's miscellaneous cost figure adjustment.

• What tasks would be assigned to Americorp participants and what benefits would the County realize?

- The Americorps members will continue to support various activities in the Community Engagement Cluster in FY13. Final assignments have not been made pending action on the budget. Here are possible FY13 assignments that illustrate the range of possible County benefits:
 - Assist the Silver Spring Regional Director by attending community meetings, overseeing the Youth Advisory Committees, managing volunteers, and supporting special events. The Americorps member will facilitate the Civic Engagement Academy in the Silver Spring Region.
 - Assist the Mid-County Regional Director by attending community meetings, overseeing the Youth Advisory Committees, managing volunteers, and supporting special events. The Americorps member will facilitate the Civic Engagement Academy in the Mid-County Region.
 - Assist the Director and staff of the Office of Community Partnerships in enhancing community engagement through volunteer and community service activities and promoting community building events that enrich our broader community's understanding of the value of our multicultural community.

- Assist the Gilchrist Center in creating an East County satellite in collaboration with the East County Regional Director. This involves volunteer management, outreach, program coordination, and facilitating the Civic Engagement Academy in East County.
- Assist the Gilchrist Center in running the UpCounty satellite in collaboration with the UpCounty Regional Director. This involves volunteer management, outreach, networking, program coordination, and facilitating the Civic Engagement Academy in the UpCounty region. In addition, this Americorps does Citizenship assistance and promotion in accordance with the requirements of the Americorps grant.
- Assist the Gilchrist Center in running the Wheaton Library satellite. This involves volunteer management, outreach, program coordination, and network building. In addition, this Americorps does Citizenship assistance and promotion in accordance to the requirements of the Americorps grant.
- Assist the Gilchrist Center in re-building the volunteer corps of the Language Bank, conduct outreach, and implement intercultural community building activities.

How have services provided by the Regional Services Centers changed with the decrease in staffing?

With our service consolidation and staff reduction efforts, one of the main objectives was to minimize service impacts to our residents. Therefore, to achieve our target savings we focused our efforts on combining facilities, resources, and support staff while retaining staff expertise and experience, as well as the core missions of the RSCs. This shared-resources approach has strengthened the County's capacity to engage geographic, ethnic, and other communities in resolving problems and taking advantage of opportunities. The five RSCs, under the leadership of the RSC directors, continue providing their core services by utilizing the expertise and community contacts of the other CEC units such as: the Gilchrist Center, which is collocated with the Mid and Upcounty Regional Centers; the Volunteer Center, which is collocated with the Upcounty RSC; and a number of Americorps, Senior Fellows and volunteers. But more importantly, the Regional directors have been utilizing the expertise and community contacts of the Citizen Advisory Board members to a greater degree so as to stay abreast of the issues and concerns of residents, to relay important information to the public, and to supplement their regional knowledge. This has enabled them to continue to respond to communities in a timely manner. It has also had the positive effect of increasing the involvement and commitment of their board members to the benefit of their respective regional areas.

The residents of Montgomery County have benefited from the collaborative service model and collective efforts of the units within the Community Engagement Cluster. In addition, the residents' use of MC311 has reduced the number of contacts/service requests from the public relating to issues where resolutions/requests are better handled by the operating departments. The regional directors have exerted exemplary effort in staying connected with their communities and in accomplishing their mission of proactively and effectively engaging residents, community organizations and businesses in solving community problems.

Here are some examples of RSC functions that were transferred to other CEC units or County Department; so the RSCs can have more time to focus on assessment of Community needs, problems and issues and effective and timely coordination & communication of those issues between County residents and the government (Departments, County Council, other elected officials and government entities).

1. RSC administrative functions (budget, personnel, procurement, IT, training, emergency response/continuity of services, BCC related administrative tasks...) were transferred to the CEC's newly created Business Management Team unit (BMT).
2. The contract management and operational oversight of the Day Worker centers was transferred to HHS. RSCs will continue to assist HHS and other departments by identifying community needs/issues.

3. Scheduling, building management, including contact management of the ice rink, for the Silver Spring Civic Building was transferred to CUPF.
4. Planning and coordination responsibility of selected large events (4th of July Fireworks, Silver Spring Thanksgiving Parade) was transferred to Recreation.
5. Directing the County's CIP Site Selection process was transferred to DGS. RSCs will continue to provide community contacts and assist DGS and other departments by identifying community needs/issues.
6. Space planning, leasing and building related issues, is now handled by a BMT member in coordination with RSC directors, DGS and DGS-area/facilities managers.

ADDENDUM
GO Committee #4
April 23, 2012

MEMORANDUM

April 20, 2012

TO: Government Operations and Fiscal Policy (GO) Committee

FROM: Marlene Michaelson, ^{MM}Senior Legislative Analyst

SUBJECT: FY13 Operating Budget for Community Engagement Cluster

The attachments to the information provided by the County Executive in response to Council Staff questions were inadvertently omitted from the April 23 PHED packet for this discussion. They are attached here as an addendum.

CEC Events FY 12

Community Events	Submitted by	New or Existing	One-time or Ongoing Yearly	Date of Event	Type of Resource needed from CEC-BMT	BMT member assigned to assist	Lead Sponsoring Entity	Community Partners Involved	County Funds	Urban District Funds	Other Fund Sources	Estimated Total Cost	Comments
1. Governor's Childhood Hunger Summit	OCP	New	One time	9/14/11	None		State		\$250			\$250	
2. Jazz Festival	RSC-SS	Existing	Ongoing	9/10/12	None		Recreation			\$110,000		\$110,000	
3. Community Service Week/Day	OCP	Existing	Ongoing	10/16/2011 - 10/22/11	Administrative & Financial	RSC's & communities may sponsor events	OCP/VC	Non-profits	\$5,000		\$14,000 - State Grant \$40,000 - Fund for Montgomery	\$59,000	
4. World of Montgomery Festival	OCP	Existing	Ongoing	10/16/11	Assist OCP Director		OCP/MCUD	Non-profits	\$2,500		\$25,000 - Fund for Montgomery	\$27,000	
5. Thanksgiving Parade	RSC-SS	Existing	Ongoing	11/19/11	None		Recreation			\$45,000		\$45,000	
6. Octoberfest	RSC-UC	Existing	Ongoing	10/1/11	Needs CEC Asst.		German town Octoberfest, Inc.	Adventist Health Care, Hughes, OBA Bank			Donations and Sponsorships	\$40,000	\$10,000 Grant funds dispersal assumed by Recreation
7. Good Will Dinner	RSC-BCC	Existing	Ongoing	12/11/11	None		RSC-BCC, Chamber/ Bethesda Hyatt		\$2,000		Donations and Sponsorships	\$2,000	
8. MLK Day	OCP	Existing	Ongoing	1/29/12	None		OCP/VC		\$2,500		\$37,500 - Fund for Montgomery	\$40,000	
9. Women's Legislative Briefing	CFW	Existing	Ongoing	1/29/12	Registration & Handling Payment		CFW				\$14,000- \$17,000 Fee and Donations	\$14-17,000	

CEC Events FY 12

Community Events	Submitted by	New or Existing	One-time or Ongoing Yearly	Date of Event	Type of Resource needed from CEC-BMT	BMT member assigned to assist	Lead Sponsoring Entity	Community Partners Involved	County Funds	Urban District Funds	Other Fund Sources	Estimated Total Cost	Comments
10. Taste of Wheaton	RSC-MC	Existing	Ongoing	April/May			Wheaton UD Sidney Cooper		0	0	0	0	
11. CFW 40 th Anniversary	CFW	New	One time	6/16/12									To be handled as separate event by Commission
12. Summer Concerts (MC)	RSC-MC	Existing	Ongoing throughout summer	Ongoing throughout summer	None		Wheaton UD			\$30,000		\$30,000	Approx. 14 events on Friday nights includes marketing, generators, entertainment, tents, sound, etc.
13. Summer Concert Swing Series	RSC-SS	Existing	Ongoing Six/year	Six times between June and August	None		Recreation			\$15,000		\$15,000	
14. Fireworks	RSC-MC & RSC-UC	Existing	Ongoing	7/4/12	CEC assistance for RSC Directors		Recreation					\$100,000	\$50,000 each Midcounty and Upcounty. Funds moved to Recreation Budget
15. Small Occasional Events	RSC-SS	Existing	Ongoing		None		SSUD			\$10,000		\$10,000	
16. Ethnic Heritage Events (below)													
16A. African Continental Heritage Month	OCP	Existing	Ongoing	9/4/11	None		OCP & African Affairs Advisory Group		\$250			\$250	

CEC Events FY 12

Community Events	Submitted by	New or Existing	One-time or Ongoing Yearly	Date of Event	Type of Resource needed from CEC-BMT	BMT member assigned to assist	Lead Sponsoring Entity	Community Partners Involved	County Funds	Urban District Funds	Other Fund Sources	Estimated Total Cost	Comments
16B. Pan African Month	OCP	Existing	Ongoing	9/24/11	None		OCP & African Affairs Advisory Group		\$250			\$250	
16C. American Indian Heritage Day	OCP	Existing	Ongoing	11/25/11	None		OCP & Community		\$250			\$250	
16D. Diwali	OCP	Existing	Ongoing	10/27/11	None		OCP		\$250			\$250	
16E. Asian Lunar New Year	OCP	Existing	Ongoing	February	None		OCP		\$250			\$250	
16F. Muslim Women in the Arts	OCP	Existing	Ongoing	April	None		OCP		\$250			\$250	
16G. Understanding Diversity through the Arts	OCP	Existing	Ongoing	May	None		OCP		\$250			\$250	
17. Community Service Awards	OCP	New	Annual	4/1/12	None		OCP/VC	Yes			\$20,000 Fund for Montgomery	\$20,000 \$1,000	

CEC Events FY 12

Community Events	Submitted by	New or Existing	One-time or Ongoing Yearly	Date of Event	Type of Resource needed from CEC-BMT	BMT member assigned to assist	Lead Sponsoring Entity	Community Partners Involved	County Funds	Urban District Funds	Other Fund Sources	Estimated Total Cost	Comments
18. Taste the World		Existing	Annual		None		Recreation				\$20,000 Fund for Montgomery		
19. Get Fit Montgomery	OCP/RSC-UC	New	Annual	6/9/12	Maybe		OCP/RSC-UC	Yes	TBD			TBD	
20. Various Event Requests	OCP/RSC's								\$500			\$500	TBD
21. Operating Budget Forums	CE Office	New	Annual	January 9,12,17,23,31	Logistical support	Bingham Coordinates with BMT Staff	RSC/CAB's						

Community Engagement Cluster -- Boards, Committees, & Commissions (BCCs)

Roles and Responsibilities

A. Appointed by County Executive and confirmed by County Council

1. **Commission for Women** (*Judith Vaughan Prather*) – **June***
2. **East County Citizens Advisory Board** (*Miti Figueredo*) – **March***
3. **Mid-County Citizens Advisory Board** (*Ana Lopez van Balen*) – **July***
4. **Silver Spring Citizens Advisory Board** (*Reemberto Rodriguez*) – **February***
5. **Up-County Citizens Advisory Board** (*Cathy Matthews*) – **May***
6. **Western Montgomery County Citizens Advisory Board** (*Ken Hartman*) – **April***
7. **Silver Spring Urban District Advisory Committee** (*Reemberto Rodriguez*) – **June***
8. **Wheaton Urban District Advisory Committee** (*Ana Lopez van Balen*) – **June***

B. Appointed by County Executive, County Council confirmation not required

9. **Silver Spring Arts & Entertainment District Advisory Committee** (*Reemberto Rodriguez*) – **July***
10. **Committee for Ethnic Affairs** (*Bruce Adams*) – **April***
11. **Dr. Martin Luther King, Jr. Commemorative Committee** (*Tim Warner; OCP*) – **March***

* Board expiration month and preparation for recruitment for new board members. The month beside the BCCs is when member terms expire/annual vacancies occur. Note that vacancies are generally advertised 2 months in advance of term expirations, so for a February board the recruitment process would begin in December.

Important Information BCC Liaisons (Directors) must have:

- Their specific board's enabling legislation, including the duties and responsibilities of their board
- County Code, Article I, Chapter 2 – Administration, .Boards, Committees and Commissions – 3 year terms, membership on only one board at a time, attendance policy
- B/C/C Policies and Procedures - <http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/exec/boards/boards.asp>
- County Ethics Law – no personal gain from membership on a board
- State Open Meetings Act – meeting notice, minutes taken
- Roberts Rules - for formal actions
- ADA Compliance
- Policies for Changing Bylaws – County Attorney must approve
- Timeline of County Executive's appointments and Council confirmation

The BCC Chairs' Responsibilities:

- Set meeting dates in compliance with enabling legislation
- Prepare meeting agendas in advance
- Conduct regular meetings of the BCC in accordance with county policy, Open Meetings Act, and Roberts Rules of Order
- Coordinate all subcommittees

The BCC Liaisons' (Directors) Responsibilities:

- Annual Recruitment and Appointment Process:
 - Maintain accountability for member terms, vacancies, timely notification
 - Review and approve vacancy notice provided by the County Executive's office;
 - Notify incumbents of need to apply for reappointment;
 - Direct the board to form a nominating committee;
 - With the committee, develop the interview questions;
 - Contact applicants and arrange for interviews
 - Be present at interview session (listen/takes note) when the board is conducting the interview;
 - After the nominating committee makes recommendations for appointment, provide a recommendation memo to the County Executive;
 - Provide orientation to new members. Be sure to discuss at minimum:
 - enabling legislation,
 - BCC policies and procedures,
 - mission/boundaries, roles/responsibilities,
 - conduct of board members and staff,
 - use of letterhead,
 - attendance policy,
 - travel/dependent care reimbursement, and
 - discussion of appropriate representation of the BCC.
- Attend the board's annual meeting with the County Executive
- Attend the Information Exchange meetings, organized by the Office of the County Executive, every other month
- Prepare Annual Report for submission to County Executive and Council
- Ensure that County and State policies regarding ethics, civil behavior, ADA, Open Meetings, are followed
- Ensure that meeting procedures including Roberts Rules when necessary are followed
- Ensure that meeting notices, along with the meeting agenda are sent to members, CEC BCC liaison and all other interested parties per the open meetings act
- Ensure that meeting/cancellation notices are distributed to all interested parties. Notify BMT ASAP for assistance
- Ensure attendance is recorded, including members, guests and others
- Inform BMT of any violations of attendance law by any BCC member, and any requests for a waiver
- Ensure that minutes are recorded, approved and later distributed to members, County Executive's office, Public Information office, and other interested parties
- Ensure that board stays on mission and within its authority
- Prepare calendar of regular and subcommittee meetings (as decided by Chair) for year or longer. Submit online calendar changes and updates. Notify BMT of meeting changes/cancellations
- Inform County Executive's Office with copy to BMT of any member's change of contact information or employment or any change in chair or vice chair
- Attend Ethics and Open Meetings Act training, and encourage members to attend
- Coordinate the appropriate use of Letterhead, Business Cards
- Ensure that all activities of the BCC are consistent with county policy and appropriate for a county agency

The BMT (Richard Bingham) Responsibilities:

- Maintain an open line of communication with Executive's office (Connie Latham & Beth Gochrach) and the BCC liaison (CEC directors) as it relates to any questions or concerns regarding Boards, Committees, and Commissions
- Ensure that all meetings are posted on the Boards, Committees and Commissions calendar
- Obtain completed and verified quarterly reimbursement forms and submit to preparer for approval
- Ensure an approved copy of the minutes, including attendance record, are provided to the Executive's office, Public Information Office, and other interested parties
- Maintain current membership lists including membership type, terms, resignations and vacancies, chair and vice chair
- As notified by CEC BCC liaisons, update CEC BCC membership list of any change in Chair or Vice Chair, or any member's change of contact information or employment
- Process reimbursement forms quarterly
- Order if necessary, letterhead, name badges, business cards
- Send meeting notices and agendas to members and other interested parties
- Send attendance letters to members who have violated the attendance policy
- Get member resignations in writing and forward to County Executive's office (Beth Gochrach)
- Draft, order and provide certificates to departing members
- Prepare calendar of regular and subcommittee meetings (as decided by Chair) for year or longer. Submit online calendar changes and updates. Notify County Executive's office (Beth Gochrach) of meeting changes/cancellations
- Post meeting/cancellation notices to all interested parties, other than the members of the BCC
- Along with BCC liaisons, attend Information Exchange meetings every other month